

STORY COUNTY POSITION DESCRIPTION AND SPECIFICATIONS

Position Title:	Appraiser II	Incumbent
Department:	Assessor	Reports to: County Assessor
		FLSA Status: Exempt

POSITION PURPOSE

To perform field and office duties in connection with field auditing and investigation and the appraisal of real property.

REPORTING

Reports to the County Assessor. This position has no direct reports.

PRINCIPAL ACCOUNTABILITIES

1. Inspects buildings and improvements, both interior and exterior, during all phases of construction. Measures, lists, and verifies all relevant data to property.
2. Appraises property (building and land) in accordance with prescribed procedures, correlating estimates made by recognized methods to arrive at valuation.
3. Establishes values using standard assessment techniques, according to Iowa Real Property Appraisal Manual and enters information in appraisal CAMA software.
4. Determines assessed property values and monitors changes for real property throughout county.
5. Maintains, updates, and audits appraisal software for valuation, property changes, permits, and reconciliation.
6. Participates in development and implementation of procedures for all cycles of revaluation.
7. Assists with operation of Board of Review. Provide appraisal analysis and related support to Board of Review.
8. Provides answers to inquiries regarding assessments and legal descriptions; researches possible errors and discrepancies. Responds to questions by property owners by describing data and methods used to establish value.
9. Prepares reports summarizing permits, new construction, and other data, including exemptions.
10. Processes splits, combines, subdivisions, plotting laws and annexations, and coordinates with other County offices as needed Attends meetings, conferences, and workshops.
11. Attends meetings, conferences, and workshops.
12. Serves on various County committees.

13. May perform other duties as assigned.

SPECIFICATIONS

Skills and Abilities

Ability to read and interpret documents such as legislative rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Skill in effectively answering questions regarding assessment decisions and laws.

Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent to draw or interpret graphs. Knowledge of statistical methods.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to read, research, and interpret legal descriptions, maps and applicable regulations.

Ability to operate computer equipment, printers, calculator, telephone/fax and copy machine.

Ability to obtain a valid Iowa Driver's License and to operate a motor vehicle.

Ability to obtain a Certified General Real Property Appraiser (GCRP) license in Iowa.

Educational Development

High school diploma or General Education Degree (GED) required. Knowledge of assessment, and valuation, in relation to property taxation. Appraisal experience necessary.

Experience

Knowledge of the mechanics of Assessor's office and Iowa Code, office procedures in government structure, principles and procedures of real property appraisal and assessment, mapping and tax assessment, and the methods and procedures for processing property transactions as would be acquired through 3 to 5 years experience.

Physical, Mental and Visual Effort

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 30 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, legal documents, and property description cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

Working Conditions

Work is performed outside and inside. Incumbent works while seated at desk, and travels to property throughout the county. Work includes exposure to extreme temperatures, humidity, dust, noise and domestic animals. Some amount of walking, kneeling, bending, and other movements may be required.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Story County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.